TRIP RECORD – Site and Food Service Staff*							
Name of Employee:							
Date	Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary			

Signature	of Em	ployee

^{*}Use this form for any staff performing an **operating** task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).



TRIP RECORD – Administrative Staff*								
Name of Employee:								
Odometer Reading: Start	Odometer Reading: Stop	Number of Miles	Itinerary					
	Odometer Reading:	mployee: Odometer Reading: Reading:	mployee: Odometer Odometer Number Reading: Reading: of Miles	mployee: Odometer Odometer Number Itinerary Reading: Reading: of Miles				

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Signature	OI EIIID	lovee

^{*}Use this form for any staff performing an **administrative** task (e.g. monitors, sponsor administrative staff visiting/reviewing sites).

